MUHAMMAD GHUFRAN
0345 8108933
ghufran muhammad331@gmail.com
Nazimabad, Karachi

TO

THE PROJECT DIRECTOR
EXPRESSION OF INTEREST
KARACHI.

SUB: APPLICATION FOR THE POST OF OFFICE HELPER

Dear Sir,

I came to know through reliable sources that the above mentioned post vacant in your esteemed organization. I desire to join your firm.

My synopsis relating to my age qualification and experience is attached herewith for your kind perusal.

In the light of the above, I feel sure that you will be given a chance to serve your organization.

Thanking you in anticipation.

Your sincerely,

MUHAMMAD GHUFRAN

Encls: as above

CIRRICULUM VITAE

MUHAMMAD GHUFRAN
HOUSE # 128 WAHEEDABAD
GULBHAR KARACHI
CONTACT # 0345-8108933

OBJECTIVE:

To be part of dynamic, Challenging environment and work with commitment, dedication and hard work. Where I can boost my capabilities and skills and where I can put into practice my knowledge as a professional.

PERSONAL DETAILS:

Father Name	: Abdul Latif
Date of Birth	: 15th Oct-1978
C.N.I.C. No.	: 42101-1875973-1
Gender	: Male
Religion	: Islam
Nationality	: Pakistani
Martial Status	: Single

QUALIFICATION:

B.Com from Jinnah Govt. College karachi in 2000.
Intermediate (Pre-Engineering) from Jinnah Govt. College karachi in 1997
Secondary School Certificate (Science) from Ideal Federal School Karachi in 1994

COMPUTER LITERACY:

Basic Computer Knowledge & MS Office
Use office software

EXPERIENCE:

SEP-99 TO Feb-20 **"PHILIPS"**
Zero Hour Glow Tester (Production Department)

Responsibilities are:

Checking of GLS lamp through Glow phenomena. Described in companies documents (I.V)

Inform to production & Quality department, when conditions are out off control checking of all parameters involved to produce Good & Bad Glow Lamps.

CIRRICULUM VITAE

Aug-96 to Aug-98. **"Daikin Air Condition Company"** Operator (Heat exchanger Department) **Responsibilities are:**
To operate Machine for internal washing station

OFFICE WORKS (Aug -2007 To Oct -2021)

13 years in Mars office products (Panasonic)
Responsibilities are:-

- Telephone operator
- Fax operator & photocopying
- Payment recovery
- Invoice & Delivery challan Making
- Clients deal
- Stock operations
- Inventory delivery
- Different works

01 year in precious Banquet
(Dec -2021 to Oct -2022)
Responsibilities are:-.

- Banquet Manager
- Event Manager
- Client deal

REFERENCE:

Reference may be refurnished upon receipt.

(MUHAMMAD GHUFRAN)